



DEPARTMENT OF THE ARMY  
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
504 SCOTT STREET  
FORT DETRICK, MARYLAND 21702-5012

REPLY TO  
ATTENTION OF:

2 MAY 2002

MCMR-RMP-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 2002-21, Alternative Work Schedules\*

1. PURPOSE: To establish an alternative work schedule policy for civilians of subordinate units of the U.S. Army Medical Research and Materiel Command.

2. POLICY: Commander/Directors may establish a program that provides civilian employees with alternative work schedules.

a. Comply with all Office of Personnel Management and Army regulations covering alternative work schedules, hours of duty, and time and attendance.

b. Ensure adequate office and telephone coverage.

c. Provide an audit trail to ensure all hours worked and leave taken is properly recorded.

d. Ensure servicing Civilian Personnel Advisory Center review for regulatory compliance prior to implementation.

3. Policies currently in place that are not in compliance with paragraph 2 must be amended.

FOR THE COMMANDER:

JOHN J. KELLY, JR.  
Lieutenant Colonel, MS  
Secretary of the General Staff

DISTRIBUTION:

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\*This supersedes Policy Memorandum 98-13, 30 Dec 98.